

December 4, 2001

Vicki Klingman, C.P.M.
Purchasing Director
University of Northern Colorado
Carter Hall 1002
Greeley, CO 80639

Re: Waiver of Personal Services Review

Dear Vicki:

Thank you for submitting your request to renew University of Northern Colorado's program waiver. Your request has been granted with various conditions. Please review this approval carefully and forward to appropriate UNC personnel. This program waiver is granted until **December 4, 2004**.

This is not a blanket waiver. All conditions and requirements of this waiver must be followed. In addition, **this waiver is limited to the basis that state employees are unable to perform the services needed**. Should personal services requests fall outside the scope of this waiver, including dollar and vendor amounts, requests will need to be submitted for review.

Upon receipt of this waiver, please contact my office to discuss and clarify any questions you may have. I can be reached at 303.866.5496 or email joi.simpson@state.co.us. Again, thank you and I look forward to continuing work with you and your staff.

Sincerely,

Joi E. Simpson
Personal Services Contracts Specialist

Attachments – Prior Approval Requirments Check List
Waiver of Successive Approval and Agency Instructions

Program waiver approval UNC 2001.doc

General Waiver Condition:

1. Personal services agreements that directly impact the state's classified system must be forwarded to the Personal Services Contracts Review Program for review and approval. If your agency is not sure of the impact on the classified workforce, please complete the "Certification for Personal Services", attach a scope of work, and forward to this program for review.
2. **For Printing/Artwork/Graphic Design/Copying/Microfilm/Imaging & Mail Services:** This waiver is limited to the basis that state classified staff are unable to perform the service needed. If services are contracted with a company in the four county Denver Metro area, the College must contact the Division of Central Services within the Department of Personnel and General Support Services to determine if the service can be provided in-house. If Central Services cannot provide the service(s), a waiver letter will need to be obtained and placed in your agency files.
3. **Telecommunication Services:** These services are not available within the state system and are acquired from outside vendors; however, these services should have the approval from the Telecommunications Division within the DOP/GSS.
4. **Training and Facilitating Services:** The Workforce Development Unit within the DOP/GSS should be requested to perform training and facilitating related services for state employees. Please contact Brad Mallon at (303) 866-4265 for available services. If the Workforce Development Unit is unable to provide the requested services, a waiver letter will need to be obtained and placed in your agency files.
5. **Temporary Services:** Waiver of temporary services only applies to any type of leave. The use of temporary services cannot be used in place of filling permanent positions. Job vacancies should be filled within six months of being vacated. The use of temporary services for "special projects" and work overflow is permissible, but requires Personal Services review and approval.
6. **Custodial Services:** If requests for custodial work exceed \$12,000 in a fiscal year, the request must be forwarded for Personal Services review and approval. A cost analysis worksheet must be completed for each request.
7. **Contract Amendments and/or Modifications:** This waiver does not apply to contract amendments/modifications, except for those services listed under ***Category A5*** and on contracts where there is no modification from the original contract, i.e., scope of work does not change nor the original contract dollar amounts. Amendments/modifications falling outside the scope of this waiver should be sent to this program for review and approval.

8. Please refer to the **“Prior Approval Requirements Checklist”** for an additional list of services that require prior approval.
9. Also see, **Important Agency Instructions.**

WAIVED SERVICES

A1 – Professional/Technical Category

Type of Service

1. **Printing, Graphic and Journalistic Services (Note waiver condition # 2)**
Services include printing, graphics, writing and editing, and bookbinding for which we do not have the expertise or equipment. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
2. **Consultant Services**
Services include consulting services, program evaluators, standards mapping, reviewing, surveying, and data collection for which the University does not have the expertise or equipment. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
3. **Performing and Visual Arts Festival Assistants, Judges, and Stage Managers**
The University requires the assistance of festival assistants, judges and stage managers on an occasional basis, as events occur. The University would not have staffing to provide these services; additionally, judges need to be independent and impartial.
4. **Financial Services**
Banking services, credit reporting services and real estate appraising are provided by outside vendors, as the University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
5. **Medical/Laboratory Services Related to Academics**
Medical and Laboratory Services are required occasionally to further academic studies. These services are provided by outside vendors, as the University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services.
6. **A/V Services; Photography**
The University occasionally requires A/V services such as that provided by recording studios as well as sound engineers for special UNC events and CD-Rom and A/V production to be performed by outside vendors as the University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services. In the same manner, the University occasionally has need for photographic services, including actual photography, and has neither the staff nor the equipment to perform these services.

7. Software Maintenance

Services include support of software applications via telephone, on-line, dial up and routine. Those applications requiring support from outside vendors are typically more complex or the University does not have staff that is well referenced in that particular software or the software changes frequently.

Type of Service - A1 Professional/Technical Category	Number of Vendors	Dollar Value of Services
Graphics/Printing /Bookbinding	61	\$ 791,400.00
Consultant Services	151	\$ 683,400.00
Performing & Visual Arts Festival Judges, Stage Managers	111	\$ 67,000.00
Financial Services	3	\$ 171,000.00
Medical/Laboratory	9	\$ 22,231.00
A/V Services; Photography	33	\$ 49,200.00
Software Maintenance	18	\$ 306,000.00
Waiver Request 2001-2002	386	\$ 2,090,231.00

The approvable basis is Section 24-50-504 (2)(c,d,h)&(3)

A2 – Non-Professional/Support Category

Type of Service

1. Exterminating Services

Services include pest analysis and control. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

2. Trash and Recycling Services

Services include trash removal from campus and recycling for the campus community. The University does not have staff qualified to perform these specialized services nor does the University have the equipment necessary to perform these services.

3. Temporary Services **(Note waiver conditions # 5&6)**

Services include (a) secretarial and clerical assistance used during overload times or for special projects requiring one-time additional assistance, (b) food service workers used during peak times to meet needs of campus and off-campus customers, and (c) custodial workers used during peak times to meet needs of campus and off-campus customers. Services are of an urgent, temporary or occasional nature.

4. Mailing Services

Mail preparation, mailing and courier services are provided by outside vendors as the University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

5. Moving Services, Cleaning, Vent Cleaning, Laundry Services and Plant Care **(Please refer to Prior-Approval checklist on moving services)**

These services are provided by outside vendors, as the University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

6. **Print Promotional Materials**
Services include printing buttons, souvenirs and T-shirts. The University does not have staff qualified to perform these specialized services or the University does not have the equipment required to perform these services.
7. **Student Recruitment Activities**
Services include attending college fairs; acting as student recruiter and performing tour guide duties. The University does not have staff qualified to perform these specialized services or the events take place remote of the UNC campus or there are peak demands for these activities.
8. **Proctor**
Services include monitoring students as they take examinations. The University does not have adequate staff to cover this need.
9. **Sign Making, Poster Framing, Seamstress**
The University does not have the staff qualified to perform these specialized services or the University does not have the equipment required to perform these services.
10. **Coffee/Bottled Water Services (**Personal services review not required**)**
These services are used in areas of the University for public or student/customer access. The University does not have equipment required to provide these services.
11. **Emergency Sewer Jet and Grease Trap Cleaning**
The University does not have adequate staff to perform these services in all University-owned buildings at all times, e.g. emergencies. Outside contractors are used to “back-up” UNC staff and equipment.
12. **Security**
Services include monitoring facilities that are open 24 hours a day and providing crowd control at athletic events. The University does not have adequate staff to perform these services.
13. **Decorating for Conferences**
Services include decorating for conferences that are off site. The University does not have the staff qualified to perform these specialized services or the University does not have the equipment to perform these services.
14. **Safety Inspection**
The University does not have the adequate staff to perform these services.
15. **Design Services**

Services include interior design recommendations. The University does not have staff to perform these services.

16. Telephone Answering Services and On-Line Subscription services

Services include answering phones for one of the University's grant projects. The University does not have staff to perform these services.

17. Advertising Services

Advertising services are required for such things as Personnel positions; to advertise special campus events to the public and to advertise construction bids. These services are provided by outside vendors, as the University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services or the University does not have publications with the required/desired circulation.

Type of Service - A2 Non-Professional/ Support Category	Number of Vendors	Dollar Value of Services
Exterminating Services	2 \$	23,900.00
Trash & Recycling Services	7 \$	122,832.00
Temporary Services	13 \$	450,000.00
Mailing Preparation, Mailing & Courier Services	18 \$	32,000.00
Moving, Cleaning, Laundry & Plant Care	25 \$	135,127.00
Advertising (<i>moved categories</i>)	105 \$	213,000.00
Print Promotional Materials	7 \$	13,159.00
College Fair Attendee, Student Recruitment, Tour Guide	9 \$	2,300.00
Proctor	4 \$	400.00
Sign Making, Poster Framing, Seamstress	8 \$	4,053.00
Coffee/Bottled Water Service	4 \$	6,400.00
Emergency Sewer Jet & Grease Trap Cleaning	2 \$	2,640.00
Security	4 \$	23,700.00
Decorations for Conferences	3 \$	1,331.00
Safety Inspection	1 \$	64.00
Design Services	3 \$	2,933.00
Telephone Answering Services	1 \$	500.00
Waiver Request 2001-2002	216 \$	1,034,339.00

The approvable basis is Section 24-50-504 (2)(c&h)

A3 – Purchased Services

Type of Service

1. Medical Services

To meet the varied medical needs of our students, the University contracts with medical providers and medical testing providers to render specialized services that we are unable to perform with our equipment or by our staff, as needed.

2. Third Party Health Plan Administrator

The University contracts with a third party health plan administrator for student health insurance claims; the University does not have staff qualified to perform these specialized services.

3. Official, Referee, School Event Worker

The University has need for officials, referees and workers at school events; the University does not have staff qualified to perform these specialized services.

4. Performers

Performers include bands, theater performances, dance groups that are unique in nature and that the University does not have staffing to provide.

5. Guest Lecturer/Instructors

Guest Lecturers and instructors are needed occasionally for programs offered to the campus community, both at UNC as well as at remote locations. The University does not have expertise in all the required areas.

6. Translation Services, Transcription, Test Scoring

The University requires translation services, transcription and test scoring services either because the University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services.

7. Supervision

The University arranges with individuals to supervise UNC off-campus practicum students with their experience. The University does not have staff at all necessary locations to accommodate these practicum students.

Type of Service – A3 Purchased Services	Number of Vendors	Dollar Value of Services	
Medical Services	59	\$	200,300.00
Third Party Health Administrator	1	\$	59,200.00
Official, Referee, School Event Worker	185	\$	30,100.00
Performer	242	\$	220,100.00
Guest Lecturer, Instructor	231	\$	266,700.00
Translations/Transcription/Test Scoring	39	\$	49,595.00
Supervision	803	\$	116,400.00
Waiver Request 2001-2002			

The approvable basis is Section 24-50-504 (3) &(2)(c)

A4 – Architect/Engineer/Construction/Trades

Type of Service

1. Construction Consultants, Surveyors, Architects, and Engineers
Architects provide these services, engineers, surveyors, construction managers, general contractors, construction consultants, and carpenters as well as other service providers related to the completion of actual construction projects. The University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services.
2. Carpet Installing, Wallpapering, Upholstering, Painting and Window Coverings (**Carpet removal and installation is currently covered under a statewide blanket waiver provided the state price agreements are utilized**)
The University is able to provide these services for some projects, but not all campus projects. The University uses these services when our current staffing is not able to provide the services due to workload and equipment limitations.
3. Building and Ground Services (**Note waiver condition #6**)
Services include floor finishing, roofing maintenance, welding, electrical work, concrete work, woodworking, asbestos abatement, door repair, masonry, landscaping, and tree and grounds services. These services are necessary when any of the following factors is present: construction season (June to October) causes excess work that cannot be handled by current staffing, the University does not have staff qualified to perform certain specialized services, or the University does not have the equipment necessary to perform certain services.
4. Glass Install and Repair
Services include glass installation and repair. The University does not have staff qualified to perform these specialized services or the University does not have the equipment necessary to perform these services.
5. Telecommunications Installation and Analysis (**Please refer to Prior-Approval Checklist**)
Services include telecommunications systems analysis and installing fiber optic lines and other types of wiring for our telecommunications operations. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
6. Parking Lot Maintenance/Pavement Marking
Services include parking lot sweeping and snow removal as well as pavement marking. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.
7. House Demolition/Relocation
Services include demolition or relocation of houses and structures owned by the University. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

8. Hazardous materials Testing, Abatement & Removal

The University has neither the staff qualified to perform these specialized services nor does the University have the equipment necessary to perform these services.

Type of Service - A4 A/E/Construction Serv	Number of Vendors	Dollar Value of Services
Construction Consultants, Surveyors, Architects & Engineers	82	\$ 17,143,496.00
Carpet Installing, Wallpapering, Upholstering, Painting, Window Coverings	13	\$ 155,000.00
Building & Ground Services	69	\$ 6,550,000.00
Glass Install & Repair	2	\$ 114,524.00
Telecommunications Installation & Analysis	4	\$ 247,000.00
Parking Lot Maintenance & Pavement Marking	7	\$ 40,000.00
House Demolition & Relocation	3	\$ 111,000.00
Hazardous Materials Testing, Abatement & Removal	18	\$ 328,300.00
Waiver Request 2001-2002	198	\$ 24,689,320.00

The approvable basis is Section 24-50-504 (2)(c&h)

A5-Equipment Maintenance/Repair

Type of Service

1. Heating and Air-Conditioning

These services are necessary when any of the following factors is present: construction season (June to October) causes excess work not able to be handled by current staffing, the University does not have staff qualified to perform certain specialized services, or the University does not have the equipment necessary to perform certain services.

2. Equipment Maintenance and Repair

Services include maintenance and repair to equipment used for general campus needs as well as specific academic needs such as musical instrument repair. Also includes security alarm and fire monitoring system maintenance. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

3. Vehicle Maintenance

Services include maintenance of special use vehicles, such as grounds maintenance equipment. The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services.

4. Support and Maintenance Agreements

Services include preventive maintenance as well as maintenance as needed to equipment used for scientific, medical, security, and business applications. The University does not have staff qualified to perform these specialized services, or the University does not have the

equipment necessary to perform these services. Additionally, the services are incidental to a contract for the purchase or lease of real or personal property.

5. Copier and Office Machine Maintenance

The University does not have staff qualified to perform these specialized services, or the University does not have the equipment necessary to perform these services. Also, the services are incidental to a contract for the purchase or lease of real or personal property.

Type of Service - A5 Equipment Maintenance & Repair	Number of Vendors	Dollar Value of Services	
Heating & Air-Conditioning	10	\$	70,004.00
Equipment Maintenance & Repair	126	\$	242,800.00
Vehicle Maintenance	6	\$	2,554.00
Support & Maintenance Agreements	45	\$	320,340.00
Copier & Office Machine Maintenance	24	\$	263,600.00
Waiver Request 2001-2002	211	\$	899,298.00

The approvable basis is Section 24-50-504 (2) (d&h).

IMPORTANT AGENCY INSTRUCTIONS (please read carefully):

This waiver of successive approval **is limited** to the above listed services; number of vendors and dollar amounts associated with each category, as well as other waiver conditions. If this waiver does not cover a particular service(s), the agency **will need** to submit individual agreements along with the “**Personal Services Certification Form**” to this program for review and approval. In addition, this waiver is valid for these agreements, as long as, the acquisition of these services **does not cause** the separation of state classified staff.

As necessary, **please attach a copy of this document** to each of the above listed agreements if routed to other external approvers (Division of Purchasing/State Buildings, Attorney General’s Office, State Controller’s Office). Your duty pursuant to CRS Section 24-50-510 to list these personal services agreements in your Annual Report **is not** suspended by the granting of this waiver. In addition, all personal services agreements **must contain** the mandatory independent contractor clause listed in the Director’s Procedures (P10-1-11).

In addition, all commitment vouchers issued under this waiver must comply with State Fiscal Rules, State Procurement Rules and the Capital Construction Accounting Guidelines. Furthermore, all statutes governing Capital Construction and all policies issued by the State Controller’s Office and State Division of Purchasing concerning the use of purchase orders and contracts must be followed. Fiscal Rules that specifically apply to the use of purchase orders and contracts are rules 2-2, 2-10, 3-1 and 4-1.

Periodically, the Department of Personnel will conduct an audit to review compliance with this waiver. By granting this waiver request, your agency agrees to provide the documentation requested by the department’s representative. Furthermore, the Department of Personnel reserves the right to revoke this waiver of successive approval if your agency fails to adhere to all conditions and requirements of this waiver.

Prior Approval Requirements Checklist

This checklist was developed as a guide for all contract administrators, fiscal officers, purchasing agents, as well as, other state employees who are responsible for acquiring services, commodities (goods) and real estate on behalf of the State. It is important to remember that prior to purchasing any service, the appropriate state agency needs to be contacted to determine if they are able to provide the service for your agency or institution. If they are not able to meet your needs, then your agency or institution will be granted permission to contract out the services. Your agency or institution is then responsible to request a **current waiver letter** and the letter should be placed in your files. It may not be necessary to obtain a waiver letter for commodities and/or **real estate**. However, at the time that your agency or institution receives approval to procure commodities and real estate, you will be instructed on other requirements if necessary. **Note:** Some procurements may require multiple prior approvals.

FOR	REGION	WHAT	Approval Required From
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Services	Statewide	All Personal Services require Privatization Review	GSS/DOP, Human Resource Services – contact Joi Simpson at (303) 866-5496
Services	Statewide	Collection Services	GSS, Div. of Central Services – contact Verneeda White at (303) 894-2620 ext. 204
Services	Statewide	Communication Services (Telecom)	GSS, Division of Colorado Information Technology Services - (303) 866-2341
Services	Statewide	Data Entry Services	GSS, Division of Colorado Information Technology – contact Cindy Nardini at (719) 545-5294
Services	Denver Metro	Graphic Design Services	GSS, Division of Central Services – contact J.J. Jackson at (303) 866-3882
Services	Denver Metro	Imaging, Microfilm, & Microfiche Services	GSS, Division of Central Services – contact John Robinson at (303) 286-8521
Services	Denver Metro	Mail Services	GSS, Division of Central Services – contact Helen Nopens at (303) 866-3886
Services	Statewide	Training Services	GSS, Division of Human Resource Services/State

			Workforce Development Unit–contact Brad Mallon at (303) 866-4265
Services	Denver Metro	Printing & Photocopying Services	GSS, Division of Central Services – contact J.J. Jackson at (303) 866-3882
Services	Statewide	Legal Services	Department of Law, contact Kathy Newell at (303) 866-4500
Services	Statewide	Moving Services, Flags & Signs	Department of Corrections, Juniper Valley Products, (303) 321-2200
Goods	Statewide	Communication Equipment	GSS, Division of Colorado Information Technology, (303) 239-4313
Goods	Statewide	Computer Systems	Contact the Governor's Office/ Office of Technology & Innovation (303) 866-6388
Goods	Statewide	Office Furniture	Department of Corrections, Juniper Valley Products, (303) 321-2200
Goods	Denver Metro	Photocopiers	GSS, Division of Central Services, (303) 866-3970
Goods	Statewide	Vehicles (Passenger & Freight) - ¾ ton and under - 1 ton vans	GSS, Division of Central Services, (Fleet Mgt), (303) 287-6741
Real Estate	Statewide	Leasing of real estate & purchases/sales	GSS, State Buildings & Real Estate Programs, call (303) 866-4759
Real Estate	Statewide	Rights-of-way and easements	GSS, State Buildings & Real Estate Programs, call (303) 866-4759
Real Estate	Statewide	Capital Construction & controlled maintenance	GSS, State Buildings & Real Estate Programs, call (303) 866-3158

GSS/DOP = Department of General Support Services/Personnel

Updated: 02/07/01

